



SchoolPool

How to Sign Up . . . Step by Step

easy. safe. free.

A Parent's Guide To SchoolPool



Signing up for SchoolPool, a free carpool matching program—Step by Step!

- 1.** Once your school has created a secure SchoolPool network, parents need to sign up for a commute account using SchoolPool's iCommute tool at www.511sd.com/iCommute. Parents should sign up using an e-mail address known to the school (such as the e-mail address included in the school directory). This information will be used by the school for security purposes when you register.
- 2.** Fill in the required registration information. (iCommute is a secure site. Your information remains private until you decide you are ready to contact a match and set up a carpool.) Once you complete the form, iCommute will send you a verification e-mail. Click the link within the e-mail to finalize your registration. At that point you will be redirected to your iCommute page. Log in with the user name and password you created during the registration process.
- 3.** To sign up for SchoolPool, you will need to find your school's network. To do this, click on the button along the top of the screen that says 'My Networks.' From there, click on 'Enroll in Organizational Network.' Then select your school from the list and choose the option that says: 'I have an enrollment passcode issued by the organization.' Enter the passcode that you received from your school. (If you did not receive a passcode or you have misplaced it, please contact your school. Staff there will verify that you are the parent of one of the school's students and then give you the passcode.)
- 4.** To find potential carpool matches, click on 'My Trips' then 'Add Trip.' This allows you to choose what type of commute you want. For example, if you are interested in carpooling the entire school week, select 'Recurring (Daily Commute).' Then enter your home address or a nearby meeting place as the starting address and the school's address as the end address. (As a security measure, SchoolPool recommends that under the section titled 'Who Can See Your Trip' that you click 'My communities/networks,' and then select 'Save.')
- 5.** Next, click on 'Find Matches' to view carpool matches which are compatible with your trip. When a list pops up and you find an appropriate match, click on 'Send Message.' Once the match accepts your request, you will receive an e-mail indicating that your request has been accepted. Your contact information will be exchanged with the user. Now you can arrange your carpool by calling or e-mailing your new rideshare partner.
- 6.** Finally, once you and your match agree, please log into iCommute, click on 'My Inbox,' and confirm the status of your carpool. Now start carpooling! We recommend you visit iCommute regularly to log your trips through the 'My Calendar' tab. Logging trips is a great way to track emissions and cost savings, and it also makes you eligible for free participation prizes from the SchoolPool program.

If you need any help signing up or logging into your SchoolPool account, call 511 and say 'RideLink.'

